SHOP talk

Volume 1, No. 3 | Plant Operations Support Program | Winter 1996

Inside

Legislators Talk Shop to Plant Managers

*by Representatives John Pennington and Frank Chopp**

Over a year ago, we were asked to serve on a special subcommittee of the House of Representatives Capital Budget Committee to identify ways to improve state facility maintenance. Washington State is blessed with a tremendous stock of facilities. Our charge was to find ways to ensure that these facilities would continue to serve citizens efficiently and effectively into the future. We began last Fall by conducting a survey in conjunction with the Office of Financial Management's Capital Policy and Communications Committee (CPCC) to collect the basic information we needed to move ahead. Since that time, we've had the opportunity to talk with plant managers, budget staff, and maintenance line staff from across the state and within both the public and private sectors. A great base of information on current maintenance procedures, budgeting, and best management practices has been assembled.

We are happy to report that a tremendous amount of progress has been made over the past year. During the 1996 Session, we asked the CPCC to develop ways to respond to the need for consistent maintenance definitions, central systems for reporting maintenance and facility condition information, a process for sharing maintenance information and best management practices among agencies, and improved strategic maintenance and preservation planning. Through the hard work of state employees, the CPCC, and our own legislative staff, all of these objectives have been accomplished or are in progress. Standard definitions are in place. New facility and maintenance reporting systems have been developed to improve the availability of facility condition and maintenance information. In addition, agencies are paying increased attention to their

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The Plant Operations Support Consortium

Department of General Administration
Department of Veterans Affairs
Department of Transportation
Department of Labor and Industries
State Parks and Recreation Commission
Department of Social and Health Services
Washington State Patrol
Department of Natural Resources
Department of Corrections
Pierce County
State of Alaska
Big Bend Community College
Marysville School District
Clark College
Military Department
Spokane Community College, Dist. 17
Lewis County
Lower Columbia Community College
Snohomish School District
Oak Harbor School District
Lake Washington School District
Mukilteo School District

In cooperation with:

Washington Association of Maintenance and Operations Administrators (WAMOA)
Building Operators Management Association (BOMA)
Association of Higher Education Facilities Officers (APPA)
National Association of State Facilities Administrators (NASFA)
Operations and Facilities Council (OFC)
Association for Facilities Engineering (AFE)
Association of Energy Engineers (AEE)

Making it Happen

A summary of Plant Ops Support program activities and issues during the past quarter

Places to Go, People to See

Finding solutions to member challenges is our business. At times those can't happen without "being there." There is just is no substitute for knowing what a facility looks like, its staffing and unique issues affecting the Plant Manager. So, we travel to member facilities and try our best to find solutions to challenges. Here are a few of the facilities/sites visited during the past quarter, and the resident plant/facilities managers that *make it happen*.

Yakima Valley School, Selah – **Lucke Eveland**

Mission Creek Youth Camp, Belfair – **John Williams**

Fircrest School, Seattle – **Dean Crawford**

Echo Glen School, Echo Glen – **Bob Sanchez**

Green Hill School, Chehalis – **Don Louderback**

Francis Haddon Morgan Center, Bremerton – **Bob Curtiss**

Indian Ridge Youth Camp, Arlington – **John Germick**

Clark College, Vancouver – **David Halme**

WSU Extension, Vancouver – **Al Culp**

Western State Hospital, Tacoma – **Bruce Harvey**

Rainier School, Buckley – **Cary Bermudez**

Child Study and Treatment Center, Tacoma – **Ken Rose**

Naselle Youth Camp, Naselle – **Pete Donlan**

Conference/Meetings attended and or served as presenter:

- Annual Conference of Washington Association of Maintenance and Operations Administrators – Wenatchee
- Department of Corrections Plant Managers Forum – Olympia
- Washington State Parks and Recreation Commission Superintendent's meeting – Everett
- National Association of State Facilities Administrators, Western Region Conference – Portland
- Washington State Office of State Procurement Conference and Trade Show – Seattle
- Indoor Air Quality Workshop – Olympia
- Energy Management Workshop – Olympia
- Americans with Disabilities Act Workshop – Olympia

Doin' the Job

A sampling of client servicing actions

- **Linkages**: Members linked to appropriate commodity managers (Office of State Procurement) or vendors for: Number #1 Bunker Oil, stadium bleachers, vehicle fleets, sniffers, safety equipment, bandsaw blades, Arjo basin replacement parts, historic leather chairs/furniture, laminate siding, roof materials, grounds equipment, custodial supplies, and tire recycling programs. Referred more than 145 callers with problems or questions to offices, agencies and vendors with solutions and answers.
- **Clearinghouse**: Provided more than 65 program prototypes to program members; provided benchmarking and standards data to 11 client members; CFC/HazMat issues to three client members; health and productivity issues on grounds and custodial issues to five client members.
- **Professional Development**: Sponsored three professional development workshops, attracting more than 250 facilities professionals from around the state; met with staff of seven facilities and two agencies and discussed topics of concern, program potential and relevant issues.
- **Brokering:** Managed dissemination to seven member agencies of 1,000 *Insulate Industries* energy-efficient windows provided *pro bono* to the state. Assisted in the transferal of state property to a school district.
- **Major Internet searches/ research projects included**: National survey of legislative building remodel experiences; Cushion mower systemic problems with rear deck; Davis Bacon prevailing wage issues; temperature/humidity controls, systemic leaking of Victaulic couplings, benchmarking custodial tasks, roof top clutter/ hazards, and automation/ CMMS models.
- **Membership**: Regretfully, Thurston County commissioners have chosen to postpone membership in the consortium. On the bright side, we extend a warm welcome to:

Lewis County
Lower Columbia Community College
Snohomish School District
Oak Harbor School District
Lake Washington School District
Mukilteo School District

Each addition to the consortium results in enhanced opportunities for problem resolution, resource sharing, lessons learned and best practices identification. The consortium now boasts twenty-two active members. Spread the word!

Shop Talk is a quarterly publication of the Plant Operations Support program. The newsletter is intended to be an informative and operationally-oriented medium for public facilities managers. Contents herein are also available on the program's web site at **http://olympus.dis.wa.gov/pub/eas/ga/plantops.htm**

We welcome feedback on the newsletter's contents and input from readers. We reserve the right to edit correspondence to conform to space limitations. Bob MacKenzie, program manager and editor, (360) 902-7257 or e-mail bmacken@ga.wa.gov

Department of General Administration, P.O. Box 41012, Olympia, WA 98504-1012. John Franklin, Director

A Death in Your Facility

Are you prepared?

The task of cleaning up a crime scene may at first seem remote to plant and maintenance operations employees, but look again. Regulations of the Occupational Safety and Health Administration (OSHA) and the Washington Industrial Safety and Health Act (WISHA) result in complex tasks that directly affect facilities managers. Tasks associated with clean-up following a personal tragedy or crime scene in public facilities can overwhelm an unprepared staff. The dangers involved in contacting HIV or Hepatitis B while working around body fluids are very real; and tens of thousand of people annually contract these diseases though direct and indirect contact. In a dry environment, Hepatitis B virus can stay alive for up to seven days.

Tasks associated with clean-up following a personal tragedy or crime scene in public facilities can overwhelm an unprepared staff.

With this mind, here are some of the OSHA requirements an employer must address if employees are encountering "occupational exposures." The employer (read that to be state agency, school district, college, county, etc.) must have an "Exposure Control Plan." All employees must be vaccinated for Hepatitis B. If they refuse, they must sign a "Hepatitis B Vaccine Declination" form.

Employees must wear protective gloves, aprons, caps, eye protection, shoe covers and other accessories, dependent on the amount of exposure. It is the practice of ***Crime Scene Sanitation*** to treat all incidents of exposure with maximum protection.

All disposable protective equipment must be placed in the proper "biohazard bag" and delivered to a "biohazard refuse company." All biohazard contaminants must be logged and records kept of the contents, time of delivery, locations, etc. Scrubs or daily clothing that have been contaminated must be placed in the proper biohazard bag and kept there until laundering.

All equipment used during the clean-up procedure must be decontaminated with the proper decontaminating agent prior to leaving the scene. This is but a snapshot of components of an incident/exposure plan. For further information, consult your agency/district/college safety manager and/or review RCW 43.019; RCW 49.17.220; RCW 51.32.180; RCW 51.36 and applicable OSHA rulings.

Guest article for ***Shop Talk*** provided by Jim Liles. Jim may be reached for questions and/or comments at **Crime Scene Sanitation**, based in Seattle, (206) 728-5705. **Crime Scene Sanitation** is currently one of two companies in the United States that specialize in sanitizing crime scenes.

Exposure Control Plan

OSHA requires that employers/facilities managers develop exposure control plans. These plans should specify how your employees react to a biohazardous spill — blood or other bodily fluids — that occurs on vehicles, in your office areas, in your shops, classrooms, etc. The exposure control plan must contain:

An exposure determination:
A list of all job classifications in which employees have an occupational exposure to bloodborne pathogens, and a list of all tasks and procedures in which occupational exposure occurs.

A schedule of implementation:
Selected methods of compliance with the regulation; HBV vaccination, post-exposure evaluation and follow-up requirements; employee training and communication of hazard requirements; and recordkeeping requirements of the regulation.

Procedures for evaluating exposure incidents:
Exposure incidence investigation and reporting; medical review and follow-up; and implementing procedural and/or equipment change as needed.

You must also review and update your exposure control plan annually.

A Safety Manager's Perspective on Bloodborne Pathogens

by Ken Skillen, Safety Manager, Department of General Administration

The effects of contracting bloodborne pathogens (BBP's) are severe, but, in reality, the chances of contracting BBP's in the course of cleaning up a crime scene or personal tragedy are minuscule, as ninety-eight percent of the time BBP's are transmitted sexually or by sharing drug needles. Having "at risk " and collateral people trained and ensuring they use universal cleaning precautions should eliminate any real threat to infection in these and similar situations.

De-mystifying the hazards and encouraging education and/or training would be valuable for employees, customers or readers. Basic first aid courses now cover bloodborne pathogens. The WISHA BBP Standard, WAC 296-62-0800, explains what is required for training.

Every large business should have a policy on BBP incorporated into their safety program to cover situations dealing with blood or other potentially-infectious body fluids in the workplace.

The offering of the HEP-B immunization is just part of an overall BBP program. Employees are not required to get a HEP-B vaccine; it is to be offered to those in jobs considered "at risk."

Members Helping Members

Energy performance contracting breathes new life into facilities

Do your buildings have outdated lighting? Do your buildings have poor temperature and equipment controls? Are your energy costs increasing while you are trying to maintain outdated equipment? Don't have the budget to make improvements?

"Energy performance contracting may be the solution to making your buildings more energy efficient, more comfortable and more livable," says Ray Anderson, Energy Program Manager for General Administration's Division of Engineering & Architectural Services.

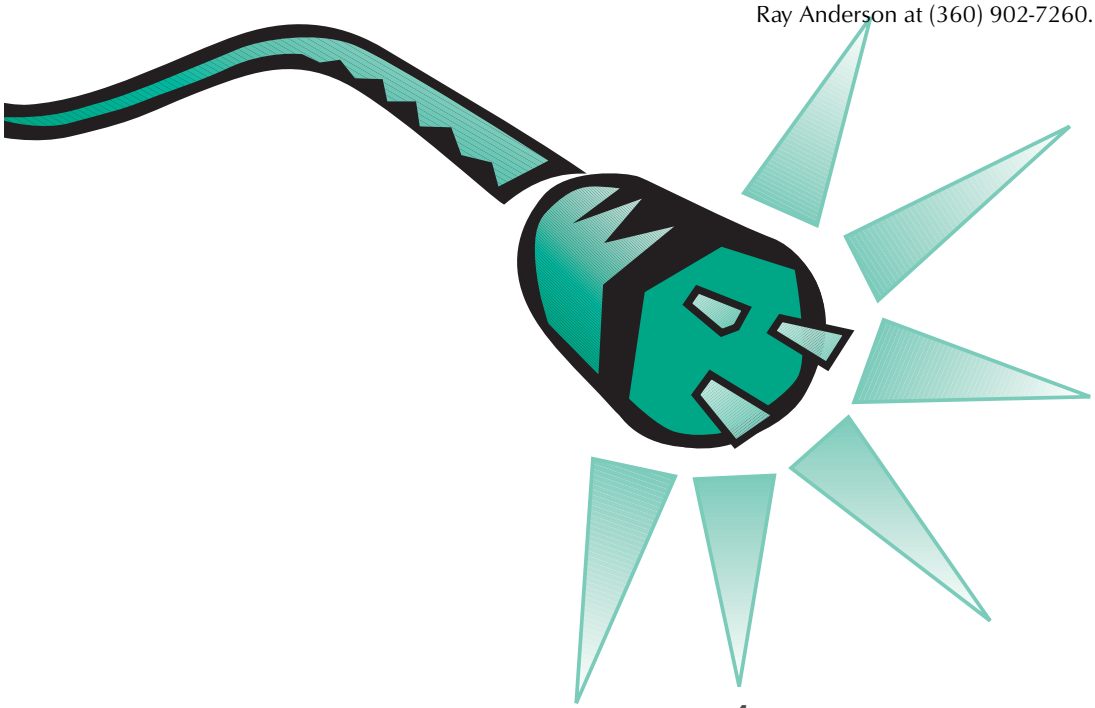
Energy performance contracting has proven to be an innovative method for acquiring energy-saving improvements in public buildings. Ray's Facilities Engineering Services Group has been providing energy performance contracting services to state facilities for over ten years and is now offering this service to local governments, school districts and other public agencies.

This contracting method has several distinguishing characteristics:

- A single agreement is used to acquire a complete package of services from an Energy Services Company (ESCO) which is accountable for the study, the design, the installation, the commissioning, and, optionally, the financing and maintenance of the projects;
- A *partnership* is established between the ESCO, the facility owner, and the contracting agency;
- The package of services includes financing of all the project costs; and,
- The energy performance agreement is structured so the ESCO guarantees the energy savings and the owner uses the energy cost savings to reimburse the ESCO or to repay the loan used to finance the energy conservation projects.

The Facilities Engineering Services Group has completed over $21 million worth of projects at thirty state facilities. These facilities have received energy management systems, interior and exterior lighting system upgrades, boilers, steam distribution system repairs, variable speed drives, energy efficient motors and improved building envelopes. Not only are the projects conserving 350 billion BTUs of energy per year and saving these agencies $30 million over the lifetime of the projects, the occupants have improved lighting, improved indoor air quality and improved comfort conditions.

The Facilities Engineering Services Group has developed selection criteria and contract language for energy performance projects and has a **proven** track record for implementing cost-effective projects. To get started and to learn more about this innovative approach to acquiring and financing energy conservation projects at your facility, contact Ray Anderson at (360) 902-7260.



Legislators

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maintenance budgeting needs through the preparation of Backlog Reduction Plans. The Department of General Administration's Plant Operations Support Program is also an important development, as it responds to the need for a central clearinghouse for sharing facility maintenance and operation information.

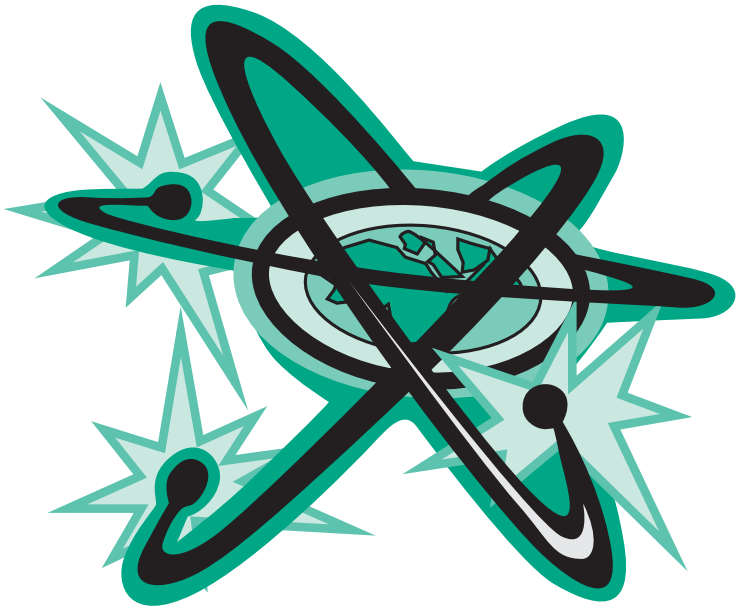
We want to thank all of the people who have contributed towards these accomplishments. Maintenance is not always the most exciting issue, but it is vitally important to the delivery of state services and maintaining our valuable and often irreplaceable assets. The progress that has been made to date reveals the special commitment that agencies and their staff have to preserving state facilities.

We will be working during the 1997 Session to ensure that the systems that have been developed to date are recognized, supported, and used into the future. Our goal is to make sure that agencies have the tools and incentives they need to maintain facilities efficiently and effectively. We look forward to continue working with the CPCC and agencies towards this goal.

*** John Pennington represents the 18th Legislative District, and has been appointed as the House Speaker Pro Tem for the 1997 legislative session. Frank Chopp represents the 43rd Legislative district in Seattle, and is the House Minority Floor Leader.**

Find Your Way Around on the Web

***Shop Talk* has routinely provided hints on use of Internet/automation with the goal of assisting plant and facilities maintenance managers. This latest installment is provided to Shop Talk by Rick Dejarnette, President of the Olympia Microcomputer Users Group (OMUG). Rick can be contacted at rickdej@aol.com. Contact OMUG at http://www.olymug.org**



It seems like everybody is browsing the World Wide Web these days. Well, not everybody. Many new computer users are not familiar with how to browse the Web.

The Web is fundamentally a series of pages or screens with "hyperlinked" objects, such as text or graphics, that take you to a new place when clicked. For an example, press the F1 key in almost any Windows program to launch Help. As you read the pages, you'll find green underlined text. This is jump text, which takes you to the related subject when clicked.

The Web works the same way. Hyperlinks may take you farther down the page, open up a new document on the same Web site or take you to another Web site anywhere in the world. You can differentiate hyperlinked objects from static ones by watching the mouse pointer when you pass it over the object. The hyperlinked object will typically change the mouse pointer into a hand pointing up. At the same time the status bar in the bottom left corner will tell you where the link will take you.

Finding Browsers

There are lots of choices for Web browsers, if you really look for them. Two have come to dominate the marketplace: Netscape Navigator and Microsoft Internet Explorer (MSIE).

Both of these products are used by people who have direct Internet service via modems or LANs. However, many people use the Internet through services such as America On-line. AOL uses its own proprietary Web browser, which was vastly improved in AOL 3.0. For Windows 95 users, there will be an AOL 3.0 for Windows 95 released later this fall that uses MSIE 3.0 as its Web browsing engine, although it will retain the AOL 3.0 browser look and feel. One nice touch to AOL for Win95 will be that once users start AOL, they can use MSIE with the AOL look, or start MSIE separately and use its own interface.

The interface to the Web Browser is relatively simple. All modern browsers offer Back and Forward buttons, enabling you to backtrack through your link to link browsing. You'll find a Refresh or Reload button that redraws the screen from the Web server to which you are connected. You'll also find a Stop button that stops the browser from loading anything further for the current page. (It may be helpful to click Stop then click Refresh when a page is loading very slowly – you may get a faster connection to that page.)

You'll also see a Home button. Home is the default page for your browser. Typically MSIE uses a Microsoft page as home while Netscape uses its own page. You can change this to any page you like (I use the OMUG page as my home). Users of MSIE 3.0 can click the View Menu, choose Options, click the Navigation tab and fill in the address of their favorite site for home. Netscape users will click the Options menu, choose General Preferences and fill in the address there.

Save your favorites

Instead of remembering long, cryptic addresses, you can store the addresses of your favorite sites in your browser. Netscape users can click the Bookmark menu and choose Add Bookmark. MSIE users will click the Favorites menu and choose Add to Favorites. Each browser also allows you to categorize your saved addresses.

Lastly, the browsers remember where you have been by keeping copies of the pages you visit on your hard disk in a cache. You can save enormous hard disk space (and keep prying eyes out of your private business) by clearing your cache files once you are finished browsing. Netscape stores both pages and graphics in its cache using randomly generated names in /NETSCAPE/NAVIGATOR/PROGRAM/CACHE folder. MSIE is more open. It stores its list of visited pages showing their Web address name in the /WINDOWS/HISTORY folder, while graphics are stored in the /WINDOWS/TEMPORARY INTERNET FILES folder.

This article originally appeared in The Olympian, 10/28/96 and is reprinted here with permission.

Professional Library

Program members provide a broad array of facilities and maintenance management references

Maintenance Management

Complete Building Equipment Maintenance Deskbook
by Sheldon E. Fuchs, PE

Keep your equipment in top running order, prolong its life, and save thousands of dollars each year. Sixteen veteran maintenance experts provide step-by-step instructions on preventing, investigating, diagnosing and repairing malfunctions on everything from simple electrical circuits to elaborate HVAC systems. A must-have reference for maintenance professionals. 384 pages.

Facilities Maintenance & Repair Cost Data
published by R.S. Means

Updated quarterly with new products, prices and technology, this one-of-a-kind resource helps managers create the most economical and efficient plans for ongoing as well as preventive maintenance and repair. Includes detailed descriptions of 6,000 maintenance/repair items and tasks; requirements for crew, man-hours and frequency; and, current, accurate material, labor and equipment costs. 575 pages.

Facilities Maintenance Standards
published by R.S. Means

A working encyclopedia, this book provides guidance for every kind of maintenance and repair dilemma. Includes ready-to-use forms, checklists, worksheets and comparisons; analysis of materials systems; concise help for planning, scheduling and controlling costs; and guidance for estimating maintenance and repair costs with man-hours, equipment and tools. 600 pages.

Handbook of Building and Plant Maintenance Checklists
by Roger W. Liska & Judith Morrison Liska

This time-tested handbook provides more than 260 top-quality maintenance forms, reports and checklists that help slash time and effort off every job. Includes 142 inspection checklists, 30 inventory forms, 20 schedule forms, 21 control and evaluation forms, and much more. 442 pages.

Maintenance Management Audit
by Applied Management Engineering PC and Harvey Kaiser, PhD

Improve efficiency and save money with an annual audit of your maintenance operation. This step-by-step workbook contains 50 reusable audit forms. Clear instructions and a case study show you how the audit works and gets you started. The forms presented allow managers to identify and correct problems, enhance productivity, and impact the bottom line. 50 pages.

Maintenance Computerization Handbook
by Kenneth L. Petrocelly

This handbook will guide you every step of the way in computerizing your maintenance operations. You'll learn what you need to know before you decide what hardware to buy, as well as how to evaluate the various software packages available. A chapter is devoted to showing you how to assess the benefits and savings potential of computerizing your maintenance department and justify expenditures for equipment, software and training. 186 pages.

Facilities Management

Best F. M. Practices
by Jon Ryburg

Are you responsible for restructuring your organization's facility management strategy? Best F. M. Practices gives you access to benchmark data, forecasts and recommendations from over 60 Fortune 500 companies. It is divided into three volumes – "Emerging Work Patterns," "Office Automation" and "Strategic Planning" – the set covers:

- The latest space-furniture planning approaches for teams and alternative offices;
- Computer, utility and environmental technology specifications;
- Ergonomic solutions; and,
- Strategic facilities management planning methods linked to changing business and organizational goals.

The Building Commissioning Handbook
by John A. Heinz

An excellent reference published by the Association of Higher Education Facilities Officers (APPA) describing the ins-and-outs of building commissioning. Mr. Heinz recently retired from University of Washington as its Director of Engineering; so this reference has a distinctive Northwest flavor. Highly recommended.

Facilities Evaluation Handbook
by Kenneth L. Petrocelly

The first-ever "nitty-gritty" guide to help plant and facilities managers conduct thorough inspections and evaluations of their facilities in order to pinpoint and solve problems in the areas of maintenance, safety, energy efficiency and environmental compliance. Going beyond the in-depth evaluation process, the book shows readers how to develop definitive and cost-effective corrective action strategies. 271 pages.

Facility Management
by Edmond P. Rondeau, Robert Kevin Brown and Paul D. Lapides

The handbook is designed for facility and design professionals who want to create a productive workplace that corresponds to the short- and long-term goals of their corporation. Taking an executive management perspective, the book provides comprehensive, detailed information on all the specific tasks critical for making effective and ultimately profitable decisions. Areas covered include strategic planning, financial

forecasting, real estate acquisition and disposition, space planning, operations, and renovation projects. 622 pages.

The Facility Management Handbook
by David G. Cotts & Michael Lee

This comprehensive book provides a complete program for satisfying every job requirement including planning and forecasting; real estate acquisition; the design/build cycle; operations and maintenance; and budgeting and accounting. A practical tool for facilities managers to improve efficiency in all areas of operations. 432 pages.

Facilities Planning
by Roger L. Brauer

Learn how to eliminate unneeded construction costs and keep large projects on track with a simple but systematic approach to defining building user requirements. Learn how to differentiate building end-user wants from needs; decide to lease, buy, renovate or sell; improve communication with designers, architects and contractors; and develop a plan responsive to changing end-user needs. 256 pages.

Facilities Planning & Relocation
by David D. Owen

An A to Z working guide complete with the checklists, schematic diagrams and questionnaires you need. Covers every stage of the relocation process, from determining needs to the actual move and evaluation of the new set-up. It includes what questions you should ask and who's responsible for each aspect of the project. Includes ASCII diskettes. 350 pages.

Handbook Of Facility Management
by James E. Piper

This ready-to-use handbook provides clear, straightforward methods – plus over 200 tables, graphs and forms – for solving problems and saving money in mechanical, electrical, and building and grounds maintenance, as well as in energy use.

Included are scores of easy-to-apply methods that will work in any type of facility, so you know they will work in your operation to save you time, effort and money. The book includes a fast, accurate method for comparing heating fuel costs; how to select the right light source for an application, provide the proper lighting level, and save money through proper maintenance of your lighting system; how diagnose paint and protective coating problems; how to select the most appropriate floor covering and establish a preventive maintenance program; and, step-by-step instructions for running a quality control program for housekeeping. 678 pages.

Quality Facility Management
by Stormy Friday and David G. Cotts

Flecked with humor and written as if the authors were simply talking to you, this new book identifies the five major elements underpinning any effective quality facility management program and takes you step-by-step through each one in a detailed yet accessible way. The resource demystifies the quality movement and shows how to apply the old-fashioned but enduring common sense principles of quality management often overshadowed by Total Quality Management.

Chapters include measuring quality and customer satisfaction with facility services, the importance of marketing facility services, and the concept of continuous improvement. 222 pages.

Portions of this reference listing were provided courtesy of Maintenance Solutions and Facilitiesnet.

Video Tapes

"ADA Training Program: Access to Government Records", TWW, 1063 South Capitol Way, Suite16, P.O. Box 25, Olympia, Washington 98507-0025

"Post-earthquake facilities damage assessment" Department of Transportation Contact Terry Simmonds, (360) 664-9494 (See Fall issue of Shop Talk for complete description)

"New Financial Concepts for Managing Facilities as a Capital Asset" This videotape presents excerpts from APPA's Institute for Facilities Finance in Higher Education. The presentation discusses the following points: developing baseline data; assessing short- and long-term needs, applying decision support models, and utilizing systematic reports. Contact APPA.

"CRDM: The Decaying American Campus" This dramatic film details the extent of the national capital renewal/deferred maintenance problem and the growing concern over the quality of higher education. The tape is perfect for presentations to presidents, trustees, and legislators and can serve as an effective introduction to your specific institutional CRDM needs. Contact APPA.

Program Prototypes Now Available to Members

Provided for your use is a listing of practices, policies, research studies and other references available to consortium members.

Call Shanna Dell (360) 902-7221, provide the index number and quantity, and allow two weeks for copying and shipping. Know of a useful reference that may benefit others? Call Bob MacKenzie (360) 902-7257 and we'll take it from there. Help us avoid re-inventing the wheel.

Building Disaster Plan (0001): *A key ingredient in any facilities safety program. Includes innovative, comprehensive search and rescue equipment listing and recommended training regimens. Provided courtesy of Department of Transportation.*

Benchmarking Study (0002): *A study commissioned by Washington State Patrol and completed by the Plant Operations Support program manager. Includes benchmarking references and a comprehensive review of methodologies.*

Computer Applications Information Kit (0003): *A collection of computer applications-related material that would prove helpful to most facilities maintenance professionals..*

Computerized Maintenance Management System Compendium (0004): *A collection of industry and government studies, comparisons and articles about various facets of automated facilities management, selection performance and procurement.*

Confined Space Administration (0005): *A suitable Confined Space program provided courtesy of John Bingham of Marysville School District.*

Craft Services Policies and Procedures (0006): *A useful reference policy compendium provided courtesy of Pacific Northwest Laboratory.*

Emergency Planning Kit (0007): *A useful collection of basic emergency planning materials; especially helpful to plant managers wearing the Safety Officer hat.*

Emergency Preparedness Training and Program Manual (0008): *An outstanding, well-developed manual that has been quite popular with program members. Provided courtesy of Scott Grindy, Lake Washington Technical College.*

Energy Excellence In Public Schools (0009): *A publication developed by TEAM Energy and widely distributed to K-12 schools, yet may be applicable in other public agencies.*

Energy Life Cycle Costs Analysis (0010): *A guidebook for public agencies for the selection of low-life cycle cost alternatives in the design phase of any major facility.*

EPA/CFC Compendium (0011): *A collection of all EPA publications regarding CFC Phase-out and refrigerant management.*

Fall Protection Program (0012): *A useful reference policy/program on a critical maintenance safety issue. Provided courtesy of John Bingham, Marysville School District.*

Grounds Management Collection (0013): *An informational packet covering a number of grounds management venues.*

Life-Cycle Assessment (0014): *An outstanding and functional model developed by Battelle Corporation. Provided courtesy of Pacific Northwest Laboratory.*

Lockout/Tagout Procedures (0015): *Why re-invent the wheel? A useful model provided by John Bingham, Marysville School District and combined with L&I-recommended material.*

Maintenance Implementation Plan (0016): *A valuable insight into preparatory steps in building a viable maintenance program. Provided courtesy of Pacific Northwest Laboratory.*

Maintenance Management Program (0017): *A key component of the facilities maintenance arena. Provided courtesy of Pacific Northwest Laboratory.*

Maintenance Performance Indicators (0018): *A well-developed analysis of performance criteria. Applicable to a number of maintenance arenas and settings. Provided courtesy of Pacific Northwest Laboratories.*

Safety Manual (0019): *An excellent reference program; integrated, policy models, etc. Provided courtesy of Don Louderback, Green Hill School, DSHS.*

Space Standards Manual (0020): *The definitive reference standard developed by Department of General Administration in the late '80s and still useful.*

State of Utah Facilities Standards (0021): *A unique product provided courtesy of the State of Utah from their homepage on the Internet. Provides an excellent reference for statewide facilities maintenance standards.*

Work Order Management Model (0022): *A visionary model developed by Plant Operations Support at the request of GA's Division of Capitol Facilities.*

Work Order Assessment Program (0023): *A report on a systemic assessment of a mid-sized campus maintenance effort. May prove useful in comparing dispatch, billing and work order control procedures.*

More prototypes are added monthly. For an updated listing, call Fax on Demand at (360) 664-2444 and follow the menu choices for requesting the documents you want; or access the index on the program homepage **http://olympus.dis.wa.gov/pub/eas/ga/plantops.htm**

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Engineering and Architectural Services
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Olympia, WA 98504-1012